

QUESTIONNAIRE/MF

Property :

1. How many units are currently occupied? _____
2. How many units are currently vacant? _____
3. Do you have management units? Yes___ No___ #_____
- If **YES** please answer the following questions, if **NO** go to #4.
- a. Is (are) the management personnel full-time employees? Yes___ No___
- b. Is (are) the management unit(s) low income qualified? Yes___ No___
- c. Is (are) the management unit(s) rent below the maximum? Yes___ No___
4. Who pays the following utilities (owner, tenant) and what type are they?

_____ Heat	_____ gas	_____ electric
_____ Cooking	_____ gas	_____ electric
_____ A/C	_____ gas	_____ electric
_____ Other Electric	_____ gas	_____ electric
_____ Hot Water	_____ gas	_____ electric
_____ Water	_____ gas	_____ electric
_____ Sewer	_____ gas	_____ electric
_____ Trash	_____ gas	_____ electric

5. If your tenants pay any of their own utilities, what are the tenant utility allowances for following unit types:

_____	Studio
_____	1-bedroom
_____	2-bedroom
_____	3-bedroom
_____	4-bedroom
_____	__-bedroom

6. Source of above utility allowance: Please provide copies of the estimates or figures if you are using RD or Utility Company

_____	Section 8 or Public Housing Authority
_____	Rural Development or HUD
_____	Utility Company

7. List any fees tenants are required to pay. (i.e. parking, usage fees etc.)

8. List any other fees tenants may pay. (i.e. community room, laundry, cable, pet fees or rents)

9. What is the current rent structure? (base tenant paid rent)

Studio	\$ _____
1-bedroom	\$ _____
2-bedroom	\$ _____
3-bedroom	\$ _____
4-bedroom	\$ _____
__-bedroom	\$ _____

10. Is there any commercial space in the project? (space rented for business purposes or rented to produce income).

Please list:

11. What is used to obtain or verify tenant income information?

Rental Application	yes _____	no _____
3 rd party employer verification	yes _____	no _____
3 rd party asset verification	yes _____	no _____
3 rd party assistance verification	yes _____	no _____
Certification of "No Income"		
From Non-working adults	yes _____	no _____
Tenant pay check/stub	yes _____	no _____
Tenant Tax Returns	yes _____	no _____
Tenant W-2 forms	yes _____	no _____
Other:		

12. Have you received any requests for reasonable accommodations? ____yes ____no
If yes please attach documentation or explain how the request(s) was handled, and if it was granted.

13. Are you aware of any fair housing issues that have occurred in your project last year?
If YES please explain:

14. Are you aware of any non-compliance issues that have occurred in the past year?
If YES please explain:

The undersigned hereby represents and certifies that the foregoing information, to the best of his/her knowledge, is materially complete and accurate.

Signature: _____

Date: _____

Title: _____